



State of New Jersey

DEPARTMENT OF EDUCATION

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Governor

SHEILA Y. OLIVER  
Lt. Governor

LAMONT O. REPOLLET, ED.D.  
Acting Commissioner

February 20, 2018

Ms. Dana J. Lambert, President  
New Jersey Association for College Admission Counseling  
School Counselor  
67 Highland Drive  
West Milford, NJ 07480

Dear Ms. Lambert:

The New Jersey Department of Education (NJDOE) is in receipt of your letter submitted on behalf of the New Jersey Association for College Admission Counseling (NJACAC) requesting a waiver of the prohibition on overnight travel in order to facilitate the hosting of the NJACAC's Annual Professional Development Conference planned for May 20–22, 2018, in Atlantic City, New Jersey.

As you are aware, N.J.S.A. 18A:11-12 requires that boards of education must ensure that all school district travel expenditures are “in compliance with state travel payment guidelines as established by the Department of the Treasury...” N.J.A.C. 6A:23A-7.11(b) and State Department of the Treasury OMB Circular 16-11 Section X.B specifically prohibit reimbursement of in-state overnight travel. However, the circular and N.J.A.C. 6A:23A-7.11(c) authorize the Commissioner to grant overnight in-state travel waivers only in extremely limited circumstances, where the sponsoring organization can demonstrate that the conference is broad and multidisciplinary in scope, comprised of content-rich educational programming with important professional development opportunities and/or required training. In addition, the sponsoring organization must demonstrate that the conference's content, structure, scheduling, and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging. The travel regulations are posted on the [NJDOE's website](#).

Pursuant to the regulations, waivers will not be granted for reimbursement of lodging prior to the first day of the event or after check-out time of the last day of the event. Moreover, waivers will be considered only where the sponsoring organization can demonstrate that the conference is broad and multidisciplinary in scope, comprised of content-rich educational programming with important professional development opportunities and/or required training. In addition, the sponsoring organization must demonstrate that the conference's content, structure, scheduling and anticipated attendance necessitate that it be held on multiple consecutive days with overnight lodging.

After carefully reviewing your submission, the NJDOE finds that the NJACAC's Annual Professional Development Conference planned for May 21–22, 2018, meets the criteria

[www.nj.gov/education](http://www.nj.gov/education)

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of the regulations. Specifically, based upon the content of your submission, the agenda planned for May 21 and 22 of the conference will provide timely and relevant programming, professional development, and educational programs to school personnel covering important topics and new regulations. For this reason, a waiver request for the Annual Professional Development Conference is granted. Because of this waiver, school districts, charter schools and renaissance school projects will be able to reimburse attendees for overnight lodging on **May 21, 2018** only, provided that the remaining conditions delineated in this letter are met.

The NJDOE has determined that the agenda for Sunday, May 20, 2018 which plans for an optional, pre-conference fundraiser does not meet the rigorous standards specified in the regulations. Specifically, the day doesn't incorporate a full day of content, professional development opportunities, and/or required training. Accordingly, schools may not reimburse attendees for overnight lodging for Sunday, May 20, 2018.

Additionally, reimbursement for registration fees, mileage and meals, subject to the limitations and conditions set forth in OMB Circular 16-11 and OMB Circular 11-09, may also be permissible. School districts, charter schools and renaissance school projects should ensure that they approve attendance only of board members, trustees and employees whose duties are related to the purposes of the conference or who are required to attend to meet continuing education requirements as a condition of continued employment.

Moreover, please be advised that the waiver of the prohibition for reimbursement for overnight lodging covers only those attendees whose home to event commute exceeds 50 miles. In other words, only those individuals whose one-way commute to the NJACAC's Annual Professional Development Conference in Atlantic City, New Jersey, exceeds 50 miles may obtain reimbursement from their school district, charter school or renaissance school project for overnight lodging for **May 21, 2018**.

Finally, I want to express my appreciation for the effort of the NJACAC to provide professional development opportunities to those who strive to provide quality public education in New Jersey. My best wishes for a successful conference.

Sincerely,



Lamont Repollet, Ed.D.  
Acting Commissioner

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c: Senior Staff

Executive County Superintendents